


REPORT

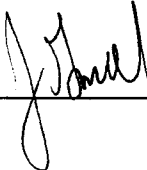
DATE: March 1, 2007

TO: Regional Council
Administration Committee

FROM: 
Debbie Dillon, Human Resources Manager

SUBJECT: Finance and Modeling Classification Study Results

EXECUTIVE DIRECTOR'S APPROVAL:



RECOMMENDED ACTION:

The Personnel Committee recommends approval of the classification levels and the salary ranges for the revised/new Accounting, Budget, Contracts and Modeling Series:

Classification	Annual Minimum	Annual Maximum	Salary Range Increase
FINANCE			
Accountant I	39,950.00	60,486.00	New class
Accountant II	43,945.33	65,918.00	New class
Accountant III (Accountant)	48,340.00	73,189.00	1.56%
Accounting Systems Analyst	54,061.33	81,092.00	New class
Budget & Grants Analyst I	46,093.33	69,140.00	New class
Budget & Grants Analyst II (Administrative Analyst)	54,061.33	81,092.00	12.5%
Contracts Analyst I	46,093.33	69,140.00	New class
Contracts Analyst II (Contracts Administrator)	54,061.33	81,092.00	12.5%
Internal Auditor	98,787.00	148,182.00	No change
Lead Accountant	69,575.11	104,357.00	No change
Payroll Specialist	39,950.00	60,486.00	2.2%
Senior Accountant	58,531.25	87,797.00	No change
Senior Budget & Grants Analyst	59,467.33	89,201.00	New class
Senior Contracts Analyst (Senior Contracts Administrator)	59,467.33	89,201.00	1.6%
MODELING			
Transportation Modeler I	41,418.00	62,139.00	No change
Transportation Modeler II	51,119.00	73,484.00	New class
Transportation Modeler III (Modeling Analyst)	57,807.00	86,711.00	14.5%
Transportation Modeler IV (Senior Modeling Analyst)	66,240.00	99,360.00	5%
Transportation Modeling Program Manager (Lead Modeling Analyst)	70,877.00	106,315.00	1.88%

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SUMMARY:

This study is the third classification and compensation study conducted in-house to update the classification and compensation plan since the study conducted by Personnel Concepts in 2001. It is anticipated that all positions will be reviewed by the end of the fiscal year. An all agency benchmark compensation survey will be conducted in January 2008.

The classification study of the Finance and Modeling classes resulted in creating entry level classes in all series, changing the titles for the contract and administrative analyst series, creating a new class of Accounting Systems Analyst within the accounting series, and the structuring the modeling series to parallel the regional planning series. Generally the revision of these classification series better describes the work performed and will aid recruitment activities.

The salary survey indicated that salaries should be increased for all series except for some Accounting classes. Using the compensation practices established in the 2001 compensation survey, marketplace competitiveness was determined for entry level accountant and journey level contract and budget classes. The salary ranges for the other class levels within these series were determined by linking the other levels to the surveyed classes. The Internal Auditor class remains internally aligned with the class of Manager II. The modeling class series pay levels were established based on the planning series.

BACKGROUND:

The study began during the summer of 2006 and concluded in the fall. All twenty employees completed a job analysis questionnaire and were interviewed regarding their job duties and responsibilities. Meetings with all managers and department directors were held to discuss the functions supported by positions and responsibilities of individual positions. The completion of the study was delayed to permit input from two new managers in Finance. Individual positions were then allocated to the various class levels based on how well they matched the class concepts for each level.

Base salary information was collected in late 2006 from the 12-agency group which has been used since the last agency-wide classification and compensation study in 2001. A survey of modeling classes indicated that those agencies that did have modeling positions were classified as planners or an equivalently paid class. Therefore the salary structure of the Modeling series is based on the class series structure of the Regional Planning series.

Salary survey results comparing the maximums of the salary range for the Finance classes are listed on the next page. In the 2001 study the Accountant series was not surveyed, but rather linked internally to the Administrative Analyst series with no explanation provided. Entry and journey level accountant are typical benchmark classes and were included in this survey. In addition to the benchmark classes, the classes of Payroll Specialist, Senior Accountant and Lead Accountant levels were surveyed as a result of possible employee concerns.

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Agency	Accounting Series					Gr/Budget	Contracts
	Payroll Specialist	Entry	Journey	Advanced	Lead/Sup	Analyst II	Analyst II
ABAG	64,236	no match	no match	no match	90,924	77,484	77,484
City of Long Beach	52,000	50,665	65,158	72,207	89,460	72,207	no match
City of Los Angeles	67,923	53,244	57,671	no match	87,884	74,959	74,959
City of Pasadena	54,558	66,182	80,024	no match	90,617	74,821	74,821
Los Angeles County	52,535	44,248	50,501	56,570	86,231	72,928	no match
MTA	47,096	60,486	66,685	75,660	90,501	66,685	83,221
MTC	56,243	69,836	80,522	80,522	no match	94,321	80,522
MWD	61,152	56,389	64,646	78,291	117,270	78,499	78,499
OCTA	no match	no match	65,166	79,054	no match	71,760	no match
Orange County	49,005	50,170	57,346	63,939	89,000	89,128	65,728
SANDAG	52,478	55,102	66,977	85,505	no match	73,842	73,842
SCAQMD	46,284	no match	no match	no match	77,880	88,872	89,004
SCAG Salary Range	59,147	new	72,062	87,797	104,357	72,062	72,062
75th Percentile	58,698	60,486	66,904	79,421	90,617	81,092	80,522
% Difference from 75th %tile	0.8%	new	7.2%	9.5%	13.2%	-12.5%	-11.7%

FISCAL IMPACT:

This study results in a minimal immediate fiscal impact. Adequate funds are available in the budget to cover the cost. Employees only move in the salary range if their position is reclassified or at the time of their merit pay performance increase. This study recommends a total of seven positions be reclassified. Employees receive a 5% increase upon reclassification. The total cost for the current fiscal year is \$9,673.